Medicaid Administrative Match Schools
Calculating and Reporting a Pay Increase

To record a pay increase that occurs during a quarter:

Step 1: For each annual salary amount you will need to calculate the amount for the quarter. Use the following formula:

(annual salary / annual contracted days**)** X (number of workdays in the quarter at the salary rate) = amount at the annual salary rate

Step 2: You will need to average the amount for the quarter. Use the following formula to average the amount:

[(sum of the amounts at the annual salary rates from Step 1) / (number of workdays in the quarter)**]** X (number of annual contracted days) = averaged annual salary for the quarter

Step 3: Post the averaged annual salary for the quarter, from Step 2, to the staff and security contract amount.

Step 4: For the following quarter post the new annual salary rate.

To calculate and record benefits adjustments, repeat the steps above using the annual benefit amounts in place of annual salary amounts.